

# Fire Safety at Work

## Help prevent America's 5000 annual office-building fires.

- Read your building's evacuation plan.
- Count the doors or desks between where you work and the nearest exits.
- Know at least two ways out of your work area.
- Know where the fire alarm pull stations are located and learn how to use them.
- Post the fire department's emergency number by your phone.
- Keep tops of computer monitors clear and give heat-producing equipment room to breathe.
- Don't overload outlet or plug extension cords into each other.
- Avoid pinching electrical cords under furniture.
- Report and replace frayed electrical cords.
- Keep stairways and exits clear of trash, cleaning supplies, and other combustibles.
- Unplug coffeemakers and other appliances when you leave work.
- Smoke only in designated areas and use large, non-tip ashtrays.
- Never Ignore the Fire Alarm!

## Plan ahead for a fire emergency...

- If you have a physical disability, make sure your employer includes your special needs in evacuation plans.

### ***Employers should:***

- Post building-evacuation plans.
- Conduct regular mandatory fire drills.
- Include disabled employees in emergency planning.

## **Protect your workplace from arson by locking doors after hours and keeping public areas well lit and clear of brush and rubbish.**

## If a fire strikes...

- Leave immediately and close doors behind you.
- Sound the alarm – even for a small fire.
- If you see smoke, try another escape route.
- If you have to escape through smoke, crawl. Keep your head one to two feet (30 to 60 centimeters) above the floor. That's where the air will be cleanest.
- Test doorknobs and the space between the door and its frame with the back of your hand before opening doors. If the door is warm, try another escape route. If it's cool, open it slowly. Be ready to slam the door if smoke pours through.